

Custodial, Labor and Trades Group  
Unskilled and Semi-skilled Labor Series

**AUTOMOTIVE SERVICE WORKER I**  
03/95

### *Summary*

Under immediate supervision, on an assigned shift, services cars, trucks and other automotive equipment; and performs related work as required.

### *Typical Duties*

Servicing cars, trucks, automotive and highway equipment with gasoline or diesel fuel and lubricants, and records amounts used; checks proper level of oil in crankcase and adds oil when needed; services batteries, tires, hydraulic and cooling systems; cleans windshields and windows; adds necessary amounts of lubricants to transmission, differential and other gear boxes; replaces oil and air filters; as requested, assists mechanics in the performance of minor testing, repairs or maintenance of vehicles; washes vehicles; observes safety regulations in the work area; drives vehicles to servicing and storage areas; keeps work area clean; maintains simple records on equipment serviced.

### *Minimum Qualifications*

Training and Experience: Completion of the eighth grade and a minimum of one year experience in automotive service work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of the basic practices, lubricants, parts and equipment used in servicing automotive equipment.

Ability to follow oral and written instructions; ability to keep simple records; ability to maintain good working relationships with fellow employees.

Licenses and Certificates: Texas Commercial Driver's License.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Department Head